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DELAWARE BULLETIN NO. DE360-3-07

Subject: PER- Employee Development
FY – 2004 Training Needs Inventory

Date: November 3, 2003

Purpose: To request Training Needs Inventory for FY-2004

File code: 360

Expiration Date: September 30, 2004

The FY 2004 Training Inventory will be conducted on-line through the use of the Internet Combined Administration Management System (ICAMS). The inventory consists of course sessions that are either national or regional and, generally, include participants from several states. All details of planning, coordination, and administration will be handled by the National Employee Development Center (NEDC).

Enclosure 1 is a listing of NEDC courses with course and session numbers that should be used by employees to request their current needs. **Training requests need to be in ICAMS no later than August 11, 2003.** NEDC will review the information provided and determine the actual number of class sessions that will be scheduled for FY 2004 based on availability of funds. NEDC will allocate space (with emphasis on national representation) and provide an on-line training schedule for FY 2004, as well as a printed copy when class scheduling is complete. **Request submissions may begin upon receipt of this bulletin.** Please note that inventory of self-paced courses is not needed. Participants may go directly to the NEDC homepage at <http://www.nedc.nrcs.usda.gov/> and register for these courses at anytime.

Once the final number of class sessions has been determined, sessions reflecting dates and locations will be put into ICAMS. NEDC will initially place participants in sessions that are closest to their geographical locations and class sessions will be available for your use if changes are required.

Enclosure 2 gives employees guidance on how to request their needs in ICAMS.

Supervisors are responsible for seeing that all prerequisites for a training course have been met prior to submitting the nominee for training. The NEDC Training Catalog may be used to review course descriptions for this information. A copy of the NEDC Training Catalog may be viewed on the NEDC homepage at <http://www.nedc.nrcs.usda.gov/>. Hard copies are available by request.

Requests for training courses other than NEDC courses will need to be in ICAMS no later than **November 28, 2003.**

If you have questions concerning enrollment procedures, please contact Eileen Campbell, Training Officer, at 302-678-4161 or email eileen.campbell@de.usda.gov.

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ELESA K. COTTRELL
State Conservationist

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Enclosures